

~~SECRET~~

25X1A

~~SECRET~~

LOGISTICAL ANNEX:

Country Desk, Case Officer or Others having responsibility for the  
Initiation of a Project:

1. Compiles the Annex at time Project is being developed, with the assistance, if requested, of the [REDACTED] 25X1A
2. Coordinates specialized aspects of materiel annex with appropriate division functional or Senior Staff.
  - a. Annex sections pertaining to TSS, Commo. and Medical are prepared by these offices to be included with the general Annex.
3. Obtains assistance of the [REDACTED] and, through them, from the Office of Logistics, if needed. 25X1A
4. Takes into consideration such questions as:
  - a. Conformance to Division Program.
  - b. Availability of materiel.
  - c. Suitability of items.
  - d. Supply possibilities and lead time.
  - e. Possible substitutions.
  - f. Other applicable aspects.
5. Coordinates with [REDACTED] to determine correct nomenclature, stock numbers, prices and estimates, etc.
6. Obtains sign-off by the Division Functional Staff concerning conformance to Division Program.

Supply Section, SA/Admin:

1. Provides assistance, as required, to Case officers and others in the preparation of Materiel Annexes.
2. Reviews Annexes for completeness, considering all aspects of the Project.

~~SECRET~~

**SECRET**

Security Information

3. Obtains approval and sign-off of the appropriate Senior Staff indicating Project conformance to the overall Program.
4. Obtains concurrence and sign-off of Office of Logistics to the supply aspects of the Annex.
5. Forwards to DE/Admin.

DE/Admin:

1. Reviews for conformance to Division Program and for necessary concurrences.
2. Obtains approval of Division Chief.
3. Forwards to DL/P/Admin.

DL/P/Admin:

1. Reviews proposed Project and Annex for personnel, funds and supply aspects, assures to required concurrences and conformance to the overall DE/P Program.
2. Presents Project to Ops. Officer, DL/P.

Operations Officer, DL/P:

1. Reviews Project with appropriate Senior Staff and Admin. representatives.
2. May approve Projects requiring \$25,000 or less and sends others to Project Review Committee, with recommendations, for final approval action.

**SECRET**

Security Information